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25th September 2015

Dear Sir/Madam

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

A meeting of the above mentioned Committee has been arranged to take place on
MONDAY 5th OCTOBER 2015 at 6.00 p.m. at the **COMMITTEE ROOM**, District Council
House, Lichfield to consider the following business.

Yours faithfully

R. K. King

Strategic Director

To: **Members of Leisure, Parks and Waste Management (Overview and Scrutiny)
Committee:**

Councillors Awty (Chairman), Matthews, (Vice Chairman), Mrs Banevicius, Constable,
Miss Fisher, Miss Hassall, Marshall, Mrs Pullen, Tittley, Mrs Tranter, Mrs Woodward, A.
Yeates and B.W. Yeates.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the Meeting held on 25th June 2015 (copy attached)
4. Fit for the Future Service Review:
Parks and Open Spaces Service Review Phase 2 (copy attached)
5. Fly-tipping within Lichfield District (copy attached)
6. Work Programme and Forward Plan (copy attached)

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

7. Annual Review of Prices for Core Leisure Activities (copy attached)

Briefing Papers to be issued separately:

*Briefing Papers were introduced after the Overview and Scrutiny Committee Co-ordinating Group requested that the length and volume of agendas be addressed. Briefing papers, which are intended to provide Members with information on relevant issues, are an alternative to placing items on the Agenda. If Members wish a paper to be discussed it can be included on the Work Programme and scheduled for a future meeting.



**LEISURE, PARKS AND WASTE MANAGEMENT
(OVERVIEW AND SCRUTINY) COMMITTEE**

25 JUNE 2015

PRESENT:

Councillors Awty (Chairman), Matthews (Vice-Chairman), Miss Fisher, Miss Hassall, Mrs Pullen, Mrs Tranter, Mrs Woodward and A Yeates.

APOLOGIES FOR ABSENCE were received from Councillors Mrs Banevicius, Constable and B W Yeates.

(In accordance with Council Procedure No. 17 Councillors Eadie and A. Smith also attended the meeting).

The Chairman welcomed everyone to the meeting and outlined the role of Overview and Scrutiny.

DECLARATIONS OF INTEREST

Councillor A Yeates declared a Personal Interest in Agenda Item 5 (End of Year Performance Overview 2014/15 For the Leisure and Parks Directorate and the Joint Waste Service) in view of his work with the Garrick.

MINUTES:

The Minutes of the Meeting held on 4 March 2015 were taken as read, approved as a correct record and signed by the Chairman.

In connection with the item on grass cutting on Bromford Housing Association Land the Chairman advised that he would raise the issue with the Overview and Scrutiny Co-ordinating Group.

In response to a question about the eligibility criteria for obtaining a concessionary Leisure Activity Passport it was advised that details would be circulated to Members of the Committee.

Further to questions about the Fit for the Future – Public Conveniences Update it was agreed that a current position statement would be circulated.

RESOLVED: That the Minutes of the Meeting held on 4 March 2015 be approved as a correct record

TERMS OF REFERENCE:

Consideration was given to the Committee's Terms of Reference and the Chairman gave the Cabinet Member for Leisure and the Cabinet Member for Waste Management the opportunity to introduce themselves and outline their portfolios and priorities.

It was advised that the Committee's Overview and Scrutiny remit also included areas within the Cabinet Member for Tourism's portfolio and Members noted that a full organisational chart was being prepared.

RESOLVED: That the Committee's Terms of Reference be noted.

END OF YEAR PERFORMANCE OVERVIEW 2014/15 FOR THE LEISURE AND PARKS DIRECTORATE AND THE JOINT WASTE SERVICE:

A report was submitted on the progress made in connection with the activities and projects set out in the Council's One Year Action Plan for 2014/15.

The report included a statistical analysis of key performance indicators and Members were advised of the targets and performance indicators that had been proposed for 2015/16.

It was noted that the Council had been one of the best performing authorities in the country for recycling, and it was questioned how it would ensure a place amongst the best in the future.

The Cabinet Member for Waste advised that education would play an important part, and whereas the focus had previously been on the quantity of material collected the emphasis was now on the quality of material collected. He gave details of a campaign that would be undertaken over the Christmas period that would be positive in nature and seek to highlight items that could be put into recycling bins. It was confirmed that residents could request further blue recycling bins free of charge.

The Committee was advised that the County Council, as a waste disposal authority, had set a target of £1.5 million savings in its waste operations and this could have an impact on the District Council.

With regard to open spaces, it was asked if Members could access information about the Council's land ownership. The Director for Leisure and Parks advised that a lot of work had been undertaken to identify and understand the extent of the Council's ownership and an internal database had been set up. As part of phase 2 of the parks, grounds maintenance and countryside review it was intended that this information would be made available on the Council's website.

Following a suggestion by the Director for Leisure and Parks it was agreed that a tour be arranged for Members of the Committee to see the key leisure and waste facilities.

The Committee discussed the Garrick and the Cabinet Member for Leisure advised that in reducing grants to the Theatre he was seeking to achieve a balance whereby the facility remained viable, but increasingly attracted money from elsewhere. He noted that the subsidy had been reduced by £150,000 in 2015/16 and would be reduced by a further £150,000 in 2016/17.

Reference was made to the socio-economic impact assessment commissioned by the Garrick. It was understood that the Garrick's management was committed to this, and it was confirmed that the Council would continue to press for its completion at the earliest opportunity.

Reference was made to a meeting with representatives from the Garrick on 15 January 2015 and the Committee stressed that as a recipient of public funds it was essential that the Garrick should explain how these funds were used.

Details were given of recent management changes at the Garrick and, in view of the fact that these had taken place recently, it was deemed appropriate that consideration of the Garrick Trust by the Committee be slipped back to the October.

The report referred to the results of an Active People Survey which found that 42.1% of Lichfield District residents over the age of 16 were active on one or more occasions a week making it the most active District in Staffordshire and third most active in the region. Questions were asked about variations across the District since there were likely to be considerable differences between Wards.

In addition to sports participation figures it was suggested that information about other leisure time activities would be useful, for example the time spent watching television or playing computer games. This data might enable better targeting of initiatives to educate people about activities that were available to them. It was noted during the discussion that the figure relating to the number of concessionary Leisure Activity Passes issued to disabled people and carers needed to be amended.

The Cabinet Member for Leisure said the Council needed to address a fundamental question as part of the Leisure Services Review, namely what it considered to be Leisure. He said Leisure did not just equate to sport but could involve a variety of other activities including walking and going to the theatre. This linked to other questions, for example did the Council want to provide leisure centres or assist local clubs to provide services? The Cabinet Member said he would like to see a ground up review of Leisure.

In the context of wider work to transfer assets to community groups and clubs the Committee considered issues relating to the transfer of playing fields at Hospital Road, Hammerwich to Burntwood Dragons and Burntwood Phoenix Football Club. It was noted that the Council had been working with other clubs that had used the pitches to find alternative provision.

Concerns were raised regarding the Football Club's capacity to deal with anti-social problems at the site. In response details were given of measures that had been undertaken including locking the car park gates at certain times, which could be built into the new ease agreement. Assurance was given that the Council would continue to co-operate with the club and they would not be left alone to deal with anti-social issues.

RESOLVED: (1) That the performance overview for 2014/15 and statistical analysis be noted.

(2) That a tour of key leisure and waste facilities be arranged for Members.

FIT FOR THE FUTURE SERVICE REVIEW FINAL REPORT - PARKS, GROUNDS MAINTENANCE AND COUNTRYSIDE

The Committee was advised that the Parks, Grounds Maintenance and Countryside Review, which formed part of the Fit for the Future programme, was largely complete and had identified savings of £200,000.

Members were informed of the intention to complete a Phase 2 Review with the aim of finding further annual savings of £150,000.

The Cabinet Member for Leisure drew attention to two key thematic objectives, the reduction of the Council's estate and the reduction of unit costs through increased efficiency.

It was advised that a number of positive meetings had taken place over the past twelve months in connection with the transfer of open space to Burntwood Town Council.

In view of the intervals between meetings, it was felt that ongoing communication on the progress of the review was important to ensure Members kept abreast of developments. The Chairman suggested that this be done through briefing papers and it was agreed that details of the Project Initiation Document would be circulated when ready.

RESOLVED: That the content of the report be noted and where appropriate Members be kept informed of developments through the use of briefing papers

WORK PROGRAMME AND FORWARD PLAN

Consideration was given to the Committee's Work Programme and the Council's Forward Plan.

The Committee was informed that a former Member of the Council, Councillor Derrick, had maintained a garden at the National Memorial Arboretum on the Council's behalf and arrangements now needed to be made for its ongoing maintenance. It was agreed that a briefing paper be prepared on this.

Given frequent questions addressed to Members on the subject, it was agreed that a briefing paper would be issued in relation to the scheduling and frequency of street cleaning.

In view of the emphasis on collaborative working and transferring assets to third parties it was suggested that the Committee could meet with clubs, such as Burntwood St Matthews Cricket Club, that had already assumed control of assets to see how the approach was working; perhaps meeting them at their premises. The Chairman and Vice-Chairman agreed to discuss this further.

It was suggested that the Committee might also like to meet Staffordshire Wildlife Trust to learn about their plans in connection with Gentleshaw Common.

RESOLVED: (1) That the Work Programme and Forward Plan be noted.

(2) That Briefing Papers be circulated in connection with maintenance arrangements for the District Council's garden at the National Memorial Arboretum and the scheduling and frequency of street cleaning.

(The Meeting Closed at 7.50 pm)

CHAIRMAN

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE

5 October 2015

Agenda Item: 4

Contact Officers: Neil Turner / John Smith / G Brownridge

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SUBMISSION BY CABINET MEMBER FOR LEISURE

FIT FOR THE FUTURE SERVICE REVIEW

PARKS & OPEN SPACES SERVICE REVIEW – PHASE 2

1. Purpose of Report

- 1.1 At its meeting in June, the Committee heard how the Parks, Grounds Maintenance and Countryside Review had been completed but that there was an intention to prepare a Project Initiation Document (PID) to instigate a second phase.
- 1.2 The PID attached at Appendix A, sets out this intention to carry out a Parks and Open Spaces Review with a view to finding annual savings of £150,000.

2. Recommendation

- 2.1 The Committee's views are sought and welcomed on the content of the PID for the Parks and Open Spaces Service Review.

3. The Parks and Open Spaces Review (Phase 2)

- 3.1 In June 2015, the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee received a final report that described the outcome of Phase 1 of the Review and the achievement of £200,000 worth of annual savings.
- 3.2 The Parks and Open Spaces Review (Phase 2) is a new Review that builds on the successes of Phase 1 and is expected to be completed by January 2016. It is likely that it will concentrate on two main areas: reducing the estate and becoming more efficient.
- 3.3 Once complete, it is envisaged that a programme of projects will be identified and completed to achieve savings and efficiencies.
- 3.4 The Project Initiation Document is attached at Appendix A.
- 3.5 Due to the diverse array of projects and decisions required, it is anticipated that Cabinet and this Committee will receive reports throughout the process. This replicates the model for delivery in Phase 1.
- 3.6 Reducing the estate will comprise the completion of the transfers of land currently in negotiation, particularly the parks and open spaces estate to Burntwood Town Council; Gentleshaw Common to Staffordshire Wildlife Trust and land in Whittington to the Parish Council; the

identification of other parts of the estate suitable for transfer; and the identification of sites that have the potential for development.

- 3.7 Becoming more efficient will review the model of grounds maintenance and parks management, assessing different means of delivery and market testing and a review of contract management.
- 3.8 It is also intended to improve how we incorporate emerging responsibilities at Hawksyard, Darwin Park, Charter Place and other development land identified for adoption.
- 3.9 It is also probable that we may need to commission external support to help us review options and to benchmark our own costs and performance.

4. Fit for the Future Implications

- 4.1 The work programme needs to continue to dovetail in with other Fit for Future programmes.
- 4.2 The findings of the Fit for the Future consultation programme suggested that:
- 69% of respondents said protect our work to manage countryside and areas of natural beauty; 24% said cut back and 5% said stop.
 - 71% of respondents said protect our work to manage parks and open spaces, 25% said cut back and 3% said stop.
 - 32% of respondents agreed with the suggestion to maintain council run parks and green areas less frequently. 62% disagreed.
 - 52% of respondents agreed with the aspiration to transfer parks and open spaces to other organisations. 34% disagreed.

5. Financial Implications

- 5.1 Phase 2 - Parks and Open Spaces Review is expected to find annual savings of c£150,000.
- 5.2 The current budgets for Parks and Grounds Maintenance are included in the PID.

6. A Plan for Lichfield District Implications

- 6.1 The provision of well-maintained parks and open spaces helps achieve the following:
- The creation of safe, strong and proud communities
 - The improvement of people's health and wellbeing.

7. Crime and Community Safety Issues

- 7.1 None identified.

8. Risk Management Issues

- 8.0 As the Review progresses a separate risk log will be developed.

Risk	Likelihood/ Impact	Risk Category	Countermeasure	Responsibility
Phase 2 fails to progress	Medium / High	Financial / Reputational	The PID for the Review has been scoped and prepared. Progress reports will be provided to the Cabinet Member / Cabinet and Overview and Scrutiny Committee in due course.	Review Working Group
Phase 2 fails to identify and secure savings	Medium / High	Financial	It is expected that savings will materialise as the Review gathers momentum.	Review Working Group
Lack of capacity to deliver outcomes from within the team	Medium / Medium	Organisational / Financial	Individual projects to be scoped with timescales and estimations of input levels considered.	Review Working Group
Negative reaction from staff hampers progress	Medium / Medium	Organisational	Staff have been fully involved in Phase 1 and it is intended that a similar approach will be used for Phase 2.	Review Working Group
Failure to involve Members	Low / High	Organisational	The Cabinet Member has been identified as the Review Champion and will ensure that regular reports and updates are provided to Members.	Review Working Group
Negative reaction from Residents, Users and Visitors	Medium / Medium	Reputational	The Project Director will ensure that an effective Communications Plan is prepared and implemented to keep stakeholders informed and involved.	Review Working Group

Background Documents:

Appendix A: PROJECT INITIATION DOCUMENT (PID) Parks and Open Spaces Review

PROJECT INITIATION DOCUMENT (PID)

PARKS AND OPEN SPACES (phase 2)

Project details:

Project Sponsor:	Neil Turner / Leadership Team
Project Manager:	John Smith
Proposed Project Team:	Neil Turner John Smith (Parks) Gary Brownridge (Streetscene) Lyn Hammant (Historic Parks) Jane Irving (Finance) Carol Hunter (project support) Esther Epstein (communications)
Lead Councillor:	Cllr A Smith (Leisure & Parks)
Challenge Director:	Jane Kitchen

Document details:

Version:	4
Version date:	10 September 2015
Status:	Final
Approved by Leadership Team:	9 September 2015
Source file location:	T:\Parks, GM, Countryside & Trees Programme Board\PID

Project description:	
Description:	<p>Phase 1 of the Parks, Grounds Maintenance and Countryside Service Review was completed in July 2015. Whilst it achieved its financial target of annual savings of c£200,000 without reducing levels of service provision, the Review identified other possibilities for transformation and efficiency that lend themselves to a second phase review.</p> <p>This PID focuses on Phase 2 Parks and Open Spaces and a target for annual savings of £150,000 has been identified.</p> <p>The review will establish a Change Programme that identifies and implements more effective ways of delivering the council's Parks and Open Spaces. It is expected to be completed by January 2016 and it is likely that it will concentrate on the following four areas:</p> <ul style="list-style-type: none"> • reducing the size of the existing estate by transferring protected open space; • reducing the size of the existing estate and generating capital and other receipts by identifying and disposing of land for appropriate development; • more proactive planning of the incorporation of the adoption of new areas of open space at Darwin Park, Charter Place, Chesterfield Road, west of Burntwood, and Hawksyard. • Becoming more efficient by considering and improving the way in which work is commissioned, removing duplication and embracing technology.
Rationale and summary business case:	<p>Reducing the estate will include the completion of the transfers of land currently in negotiation, particularly the parks and open spaces estate to Burntwood Town Council; Gentleshaw Common to Staffordshire Wildlife Trust; and open space to Whittington Parish Council, Walsall MBC and to the Lichfield Canal Restoration Trust.</p> <p>Discussions will be held with other potential transferees regarding other parts of the estate including Armitage with Handsacre Parish Council, Fazeley Town Council, Lichfield City Council and to other sports clubs and organisations</p> <p>Work will also progress to bring forward sites for development in Burntwood that have previously been identified. The council's estate in Lichfield will be reviewed to identify and to bring forward sites with similar development potential.</p> <p>The Review will also identify future liabilities and income related to the adoption of land on large estates.</p> <p>Becoming more efficient will review the model of grounds maintenance and parks management; assessing shared services and market testing; review of contract management; and embracing technology.</p>

	<p>It is also probable that we may need to commission external support to help us review options and to benchmark our own costs and performance.</p> <p>The council commissioned APSE in December 2013 to complete a benchmarking exercise which suggested that the council was better than average in terms of efficiency. The LG Futures 2015/16 benchmarking data suggests that at £32.42 per hectare the council is 5th out of 16 of its comparable council family when it comes to the cost of providing parks and open spaces.</p>
Objectives and outcomes:	<p>The key outcomes and outputs from the project include:</p> <ul style="list-style-type: none"> • Identification of ways of further reducing costs of the services – including better use of IT to reduce costs of bureaucracy, with particular emphasis on the use of GIS, Connects, tablets for inspection records and Scuba. • Reduced estate including the transfer of protected open space to other public bodies and community groups • The identification of other land that can be similarly transferred and discussions started with potentially interested parties, • Identification and bringing forward sites that may have development potential. • Ensuring that maintenance contracts with third parties cover costs of delivery and generate a surplus. • An assessment of the potential for testing the market, developing a more mixed economy or seeking closer working relationships with neighbouring authorities. • Proposals to further integrate the parks and grounds maintenance teams. • Confirmation of how we incorporate emerging responsibilities at Hawksyard, Darwin Park, Chesterfield Road and Charter Place • Identification of any options for restructuring/re-organising the management capacity of the organisation.
Scope of the project:	<p>The review will include the following matters</p> <ol style="list-style-type: none"> 1. Land ownership and potential for community asset transfer 2. Development potential and constraints of sites 3. Process for bringing forward sites for development 4. Integration of teams 5. Benchmarking costs with other councils 6. Planning for incorporation of new sites 7. Channel shift and embracing technology 8. Potential for co-operation with other councils 9. Market testing and developing a mixed economy 10. Future capital investment requirements through s106, external funding and other sources.
Outside Scope	Streetscene operations

	Public toilets Bio-diversity planning advice Arboricultural advice Partnership involvement – CCAONB, Central Rivers Initiative, National Forest
Budgets	The current budgets for Parks, Grounds Maintenance and GM External Contracts are attached at Appendix A.

Project timescales:	
Anticipated start date:	July 2015
Anticipated completion date:	January 2016
Assumptions and dependencies:	
Assumptions:	
Dependencies:	The project will need to reflect the direction and findings of the other service reviews including: leisure, asset management, corporate management, terms and conditions, car parking, channel shift, and economic development.
Constraints and risks:	
Constraints:	Current in-house project management capacity to lead and manage the project is limited, as is organisational capacity to undertake the information collation and analysis to support the project and its work streams.
Risks:	Member buy-in Staff buy-in Capacity of team
External / additional resource requirements:	
<p>It is envisaged that the following external support will be commissioned to progress this work:</p> <ul style="list-style-type: none"> • Legal – to assist in the completion of asset transfers • Planning consultant – to prepare planning applications to seek approval for development of key sites • Agent – to assist in marketing sites • Consultant – to compile benchmarking review and to provide options for efficiency improvement, options on market testing. 	

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2015/16 BUDGET

	Beacon Park £	Burntwood Parks £	Parks Management £	Playing Fields/Open Spaces £	Greens/Open Spaces £	Stowe and Minster Pools £	GM £	GM External Contracts £	Total £
Employee Costs	301,920	0	97,200	0	0	0	258,270	0	657,390
Premises Costs	92,880	65,470	1,200	21,120	12,570	3,630	0	0	196,870
Transport Costs	3,920	0	7,580	0	0	70	117,320	0	128,890
Supplies and Services Costs	82,160	(6,940)	3,750	810	4,090	7,700	(72,500)	146,340	165,410
Third Party Payments	0	0	0	0	0	0	0	0	0
Direct Costs	480,880	58,530	109,730	21,930	16,660	11,400	303,090	146,340	1,148,560
Direct Income	(254,080)	(13,140)	(1,640)	(4,750)	0	(2,920)	0	(161,240)	(437,770)
Net Direct Costs	226,800	45,390	108,090	17,180	16,660	8,480	303,090	(14,900)	710,790
GM Recharge	187,270	158,190	0	138,160	30,420	0	(564,710)		(50,670)
Central Support Charges	191,570	51,040	119,660	50,750	34,800	1,760	130,790	59,050	639,420
Capital Charges	38,000	9,000	0	12,000	0	6,000	55,000	0	120,000
IAS 19 Pension	14,440	0	2,050	0	0	0	12,620	0	29,110
Internal Recharge Income	0	0	(226,510)	0	0	0	0	0	(226,510)
Net Indirect Costs	431,280	218,230	(104,800)	200,910	65,220	7,760	(366,300)	59,050	511,350
Total Net Costs	658,080	263,620	3,290	218,090	81,880	16,240	(63,210)	44,150	1,222,140

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE

5 October 2015

Agenda Item 5

Contact Officers: G Brownridge

Telephone: 01543 687572

SUBMISSION BY CABINET MEMBER FOR WASTE MANAGEMENT

Fly-Tipping within Lichfield District

1. Purpose of Report

- 1.1 The Chairman and Vice-Chairman have asked for a report given the recent increase in the number of reports of fly-tipping in the district.
- 1.2 To provide the Committee with a detailed overview of the recent large scale fly-tipping incidents throughout the district.
- 1.3 To provide the Committee with fly-tipping data and how this compares over the past 5 years.
- 1.4 To inform the Committee on how we investigate the incidents, what action is taken and the cost of the clean-up to the authority.

2. Background

- 2.1 The council has a statutory duty as the amenity cleansing authority to ensure that fly-tipping on adopted highways is removed to an approved disposal centre.
- 2.2 Staffordshire County Council is the disposal authority for our district and is therefore responsible for arranging a suitable disposal facility and for paying the direct disposal costs.
- 2.3 We receive reports of fly-tipping from various sources including the council's Connects team, online reporting systems like Fix My Street or the council's website, drive-by sightings by our own teams, Cannock Out of Hours Emergency Contact Centre, the Police, and calls received directly from Councillors and members of the public.
- 2.4 The council has no powers or duty to remove fly-tipped waste from private land.
- 2.5 We carry out the removal of the dumped waste using either in-house cleansing teams or specialised contractors.
- 2.6 The waste dumped can range from one single refuse sack to multiple tonnes of waste. The waste can be of one specific type i.e. household waste, or can comprise various commodities (green waste, electrical goods, building rubble, etc).

- 2.7 We regularly get waste dumped that is classed as hazardous waste (asbestos, chemical or unidentifiable materials). When this is the case we use the services of specialist contractors to collect and transport the waste to a disposal centre directed by Staffordshire County Council. The cost of the external contractors is the responsibility of this council.
- 2.8 Where possible and appropriate to do so, we try to segregate the waste and recycle. We work in conjunction with the County Council and their subcontractors to do this. To assist us we are now allowed to take some of the waste to the local household recycling centres.
- 2.9 Due to the random nature of fly-tipping it is difficult to programme the removal work into the normal work schedules. We therefore have a dedicated team known as the 'hit-squad' who we deploy once we are notified of a fly tipping incident. The team attend the site and make an assessment. If the waste is suitable to be removed by the team this will be carried out after a full inspection to seek evidence of the culprits or the source.
- 2.10 We quite often get reports that a fly-tipping incident has completely blocked a road. Under these circumstances the County Council is responsible for either closing the road to allow our staff to safely remove the waste, or they will arrange to remove the waste from the live carriageway and relocate it onto a suitable location where our staff can safely remove it.

Investigation and Enforcement

- 2.11 We carry out a full inspection of every fly-tipping incident to seek evidence as to the identification of the culprits or the source. Where evidence is found we take the following action:
- If evidence is found this is reported to the Streetscene management team.
 - The Streetscene management team follow up all leads, including visiting addresses identified in the waste, carrying out DVLA vehicle checks, and speaking with local residents.
 - The Streetscene section will work closely with colleagues in the Environmental Health section and utilise their enforcement skills and knowledge. When we have clear evidence we pass this to the environmental health officers who then follow this up with a more detailed investigation.
 - Where the evidence leads us to clearly identify the owners of the waste or the culprits who deposited the waste, they are invited to a formal interview under caution with a view to a potential prosecution.
 - Where we have regular dumping in a close proximity we may install a covert CCTV system. Although this is a slow and costly process the council has had some success with these cameras in the past that has led to a successful prosecution.
 - On occasions and for specific locations we have employed the services of an external enforcement specialist to carry out physical surveillance. This is a costly option and is only considered when there is a major and persistent problem.

Signage and Notifications

- 2.12 Over the years we have found that people who carry out these type of offences are generally knowledgeable as to powers and resources available to local authorities with regards to enforcement. However, we have found that installing enforcement and surveillance signs can reduce the number of instances of fly-tipping, but these are mainly related to the smaller scale incidents.
- 2.13 It appears even with enforcement signage in place the more determined and more organised perpetrators will still carry out this illegal activity and cover their tracks by using false number plates.

2.14 To minimise incidences we have undertaken the following:

- We have placed enforcement signs in locations where we have experienced fly- tipping.
- We have fly-tipping enforcement panels on cleansing vehicles.
- We have placed enforcement posters on several street litter bins in our laybys.
- With the assistance of our communications team we regularly issue press releases showing the fly-tipped waste and asking people for information that may assist with identifying the culprits.
- We have purchased recordable mobile CCTV for our vehicles and these travel all across the district.

3. Recent incidences of Fly Tipping

- 3.1 Since April 2015 we have seen a noticeable increase in incidences of fly-tipping compared to previous years. The fly-tipping has been mainly mixed items dumped in various locations throughout the district but predominantly household waste. Over the past month we have been plagued with several large fly-tipping incidences. Some of these incidences could have caused serious injury as they were dumped directly onto the highway and, in certain locations, totally blocking the road.
- 3.2 There does appear to be a general increase in fly-tipped items nationally. There have been various suggestions as to why this could be happening including low scrap metal prices. Some also suggest that the costs of skip hire and waste disposal is a barrier and it is becoming more difficult to legitimately dispose of waste because there may be fewer disposal facilities or reduced opening times.
- 3.3 The list below identifies the larger incidences of fly tipping within Lichfield District over the past month:

29/8/15 Coppice Lane, Muckley Corner.

Reported to out of hours service; general waste, sofas & household. Road was closed.
3 staff to clear 06:45am – 08:10am. Evidence found.

1/9/2015 Market Lane, Wall.

Reported to out of hours service; building waste, blackbags.
5 staff to clear, 4 vehicles. 09:15 – 10:30am.

2/9/2015 Hobstone Hill Lane, Chorley,

Reported out of hours service, Road closed. Furniture.
5 staff to clear, 4 vehicles 10:00am – 11:00am.

2/9/2105 Cranebrook Lane, Stonnall

Reported via Connects. Partially blocking lane
Furniture & household waste. 1 staff, 1 vehicle. 11:30 – 12:30am.

2/9/2015 Barracks Lane, off A5.

Drive by find. General waste, carpets & tyres.
1 staff, 1 vehicle. 13:00 – 13:50pm.

2/9/2015 Old Burton Rd Lichfield.

Reported via Connects. Conifers. 2 staff, 1 vehicle.
09:40am – 10:45am.

2/9/2015 Little Pipe Lane, Chorley.

Reported via Connects. Blocking lane. Green Waste
1 staff, 1 vehicle. 10:30 – 11:50am.

3/9/2015 Coulter Lane, Burntwood.

Drive by find. Green waste, conifers.
2 staff, 1 vehicle. 09:30am – 10:40am.

3/9/2015 Little Pipe Lane, Chorley.

Reported via Connects. Green waste blocking lane.
2 staff, 1 vehicle. 08:30am – 10:30am.

5/9/2015 Dark Lane, Chorley.

Out of hours service report. Police attended & assisted. Lane closed. General household waste, sofas, chairs, pallets.
1 staff, 1 vehicle. 09:15am – 11:30am.

11/9/2015 Dark Lane, Chorley.

Out of hours report. Lane blocked & closed SCC. General household waste, Bathroom tiles & suite.
2 men x 3 loads. 09:15am – 11:45am.

21/9/2015 Syccercote Lane, Haunton.

Reported via Connects. Building waste on verge.
1 man 10:35am – 11:50am. Evidence found

- 3.4 A plan showing the hot spots for fly-tipping will be available at the meeting.

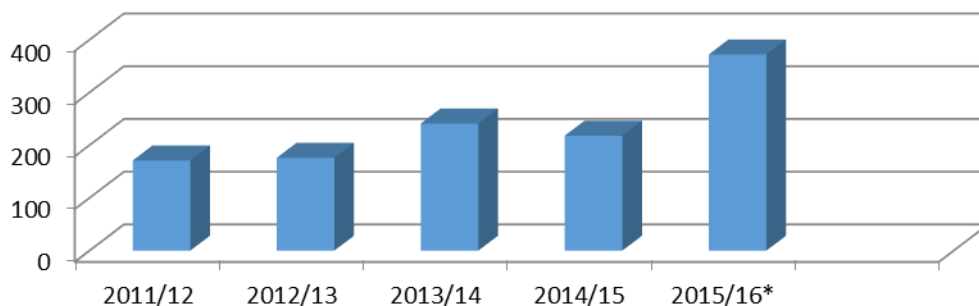
4. Frequency and Trends

- 4.1 The nature of fly-tipping in our district generally doesn't follow any set pattern or trends. This could be due to the fact that we are generally a rural district and there are numerous locations that could be used as a dumping ground with the probability that the culprits will not be seen.
- 4.2 From the data collected there is no real set pattern to the types of waste that gets dumped, the times they are dumped or the location they are dumped at. We have a list of hot spot locations that has been compiled from several years of data. However, even this list has variations as generally the fly-tipping is not dumped in exactly the same location and a discrepancy of several hundreds of metres is quite common.
- 4.3 Over the last 5 years there the trend in fly-tipping incidences seems to be increasing.

April 2011 – March 2012	171
April 2012 – March 2013	176
April 2013 – March 2014	241
April 2014 – March 2015	218
April 2015 – September 2015	186

Flytipping Instances

(* should current trend continue)



5. Financial Implications

- 5.1 The costs of dealing with fly-tipping are included within the Street Cleansing budget. The 'hit squad' is a team of 2 and a 7.5T vehicle. The team work on other day to day street cleansing areas but are tasked with removing fly-tipping as required. It is estimated that the time spent on fly tipping is 30-35%. The annual cost to deal with fly-tipping is approximately £34,300 (based on the 2015/16 budget). This cost will vary year on year depending on the number and type of fly-tipping incidents.

6. Risk Management

Risk Description	Likelihood / Impact	Countermeasures
Increase in large scale fly-tipping incidences	Medium/ High	Investigation of all incidences, Enforcement action where possible, media campaigns
Increase in hazardous waste fly-tipping	Medium / High	Investigation of all incidences, Enforcement action where possible, media campaigns

**SUBMISSION TO LEISURE, PARKS & WASTE MANAGEMENT (OVERVIEW AND
SCRUTINY) COMMITTEE**

Date: 23rd September 2015

Agenda Item: 6

Contact Officer: Neil Turner

Telephone: 01543 308761

Local Ward Members: N/A

(If any Wards are particularly affected
insert the name of the Ward Members and their Ward.
Ensure that the Ward Members have been consulted.)

**SUBMISSION BY CHAIR OF THE LEISURE, PARKS & WASTE MANAGEMENT (OVERVIEW
AND SCRUTINY) COMMITTEE**

COMMITTEE WORK PROGRAMME FOR 2015/16

1. Purpose of Report

- 1.1 To consider the Committee's work programme for 2015/16 including the prioritisation and scheduling of items, and agreeing items to be added or removed from the programme. A draft work programme is attached at Appendix A for consideration.

2. Background, context and matters for consideration

- 2.1 A Local Government Association (LGA) Corporate Peer Challenge in September 2014 recommended the Council review the way that Overview and Scrutiny operates. It was suggested this include consideration of what topics Overview and Scrutiny Committees investigate and review - and how, why and when that is done - so they can make a timely, proportionate and effective contribution to key decisions and strategic policy development.
- 2.2 The Peer Challenge encouraged members to be involved in designing new approaches to scrutiny. An Overview & Scrutiny Co-ordinating Group was held on 8th July 2015 involving Overview & Scrutiny Committee Chairs, Vice-Chairs, Leader of the Principal Minority Group, and a number of newly elected members. At the meeting members agreed the principle of reducing the number of reports considered by each Overview and Scrutiny Committee as a way of enabling a more in-depth scrutiny of fewer specific items.
- 2.3 A suggested first step towards this is that only reports relating to significant matters requiring input from Overview & Scrutiny be routed through the relevant Committee prior to Cabinet consideration. Items that are simply 'for information' will be sent to members using other channels (such as a periodic Member Bulletin or Briefing Papers). The latter is something a recently established Member Task Group (comprising the four O&S Chairs and Councillor Mrs Woodward) will be asked to consider further.
- 2.4 The Overview & Scrutiny Co-ordinating Group also agreed the introduction of 'triangulation meetings'. These meetings provide an opportunity for Chairs, Vice-Chairs and relevant Cabinet Members to discuss forthcoming areas of work and consider if, how and when the involvement of Overview and Scrutiny is helpful.
- 2.5 The Cabinet/Council Forward Plan will continue to be presented to the Committee to inform its' consideration of the work programme, enabling members to identify opportunities for engagement prior to decisions being made. The current Plan is attached at **Appendix B**. In addition, members are reminded the formal call-in procedure (as set out in the Constitution) still applies, whereby a Key Decision can be 'called-in' within five

working days by the Chair (or Vice-Chair) of the relevant O&S Committee or 5 members of that Committee, the Leaders of the Principal Minority Group or ten non-Cabinet Members.

3. Recommendation

- 3.1 To review the work programme attached at **Appendix A** and agree prioritisation and scheduling of items, including items to be added or removed from the programme.

4. Financial Implications

- 4.1 There are no immediate financial implications arising directly from this report. However, Overview and Scrutiny reviews and recommendations may inform decisions and policy that result in financial savings or further investment by the Council.

5. Plan for Lichfield District 2012-16 implications

- 5.1 Members are encouraged to consider the Council's strategic priorities when determining their work programme. Overview and Scrutiny will be informed and engaged about the development of a new Strategic Plan for 2016-20.

6. Community Benefits

- 6.1 Focussing Overview and Scrutiny more on the strategic priorities, key decisions, fit for the future and policy development will help enable reviews and recommendations to challenge and inform decisions and policy that will benefit the communities of Lichfield.

7. Equality & Diversity Implications

- 7.1 No equalities and diversity implications are identified or envisaged as a direct result of this report. However, Overview and Scrutiny reviews and recommendations may inform decisions and policy that have implications.

8. Human Rights Issues

- 8.1 No human rights issues are identified or envisaged as a direct result of this report. However, Overview and Scrutiny reviews and recommendations may inform decisions and policy that have implications.

9. Crime and Safety Issues

- 9.1 No crime and safety issues are identified or envisaged as a direct result of this report. However, Overview and Scrutiny reviews and recommendations may inform decisions and policy that have implications.

10. Risk Management Issues

- 10.1 There is a risk that if no changes are made to how Overview and Scrutiny is carried out, opportunities are missed for more timely, proportionate and effective contributions to key decisions and debates, strategic developments, service improvements and policy formulation.

Background Documents:

Report to Strategic Overview & Scrutiny Committee: 'Peer Review Report' – 18th November 2014

Report to Strategic Overview & Scrutiny Committee: 'Responding to the LGA Corporate Peer Challenge' - 9th June 2015
Council Constitution

Report checked and approved: ----- Strategic/Corporate Director

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2015-2016 (v3)

Item	25 June 2015	5 Oct 2015	14 Jan 2016	3 March 2016	Details/Reasons	Link to 2015/16 One Year Action Plan	Officer	Member Lead
Policy Development								
Terms of reference	√				Annual review of the terms of reference of the Committee		CL	
Performance Monitoring	√		√		To consider the performance of the Leisure and Parks & Waste Directorates against the 14/15 Action Plan and note the priorities for 15/16	A Well Managed Council - We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services.	AB/ CNT/ LT	
Review of Grounds Maintenance, Parks and Countryside - Update	√				Review under the Fit for the Future Programme		CNT	
Review of Leisure Services			√	√	Review under the Fit for the Future Programme		CNT	
Phase 2 F4F Parks, Grounds Maintenance & Countryside Update			√		To introduce the Project Initiation Document (PID)		CNT	
Flytipping			√		To provide information on where flytipping is happening, the impact on other services and associated costs		CNT	
Leisure Fees and Charges 2016		√			To discuss appropriate levels of fees and charges for our leisure centres and services.	Provide accessible, affordable and popular sports and leisure activities that are accessed by all parts of the community especially those with greatest need.	CNT	

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2015-2016 (v3)

Item	25 June 2015	5 Oct 2015	14 Jan 2016	3 March 2016	Details/Reasons	Link to 2015/16 One Year Action Plan	Officer	Member Lead
Lichfield Garrick Trust			√		Return to item following meeting on the 15 January 2014. To discuss relationship and Garrick performance.			
Joint Waste Service Business Plan			√				AB	
Briefing Papers								
Street Cleansing Frequency								
Council's Garden at National Memorial Arboretum								

IN ADDITION TO THE ABOVE MEETINGS, THE FOLLOWING WILL ALSO TAKE PLACE:

Item	Sep	Oct	April	Details	Reasons	Officer	Member Lead

LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Updated: 14.09.2015

Effective for the Period 01.10.2015 – 31.01.2016

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made.
Copies of documents can also be obtained by contacting the relevant Officer.
Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
 2. Expenditure or savings if they exceed £50,000
 3. A decision which significantly affects the community in two or more wards

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
District Board Notes	No	To note the notes of the District Board Meeting which took place in June	Cabinet 08/09/2015	None	Notes of the meeting	OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER: Councillor D Pullen 07877 105542

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ⁽¹⁾ (*)	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Money Matters 2014/15: Review of Financial Performance against the Financial Strategy	No		Cabinet 08/09/2015 Council 29/09/2015	Strategic (O&S) Committee 09/09/2015		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Money Matters 2015/16: Review of Financial Performance against the Financial Strategy – April to June 2015	No		Cabinet 08/09/2015 Council 29/09/2015	Strategic (O&S) Committee 09/09/2015		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
Cannock Chase Special Area of Conservation (CCSAC) Memorandum of Understanding	No	Agree to LDC signing the MoU with the Strategic Director of Development, Democratic and Legal and the Cabinet Member for Economic Growth and Development as signatories; delegate	Cabinet 08/09/2015	Consultation has taken place within the local authorities of the Cannock Chase Partnership, Natural England, Forestry Commission and Cannock Chase AONB Partnership.	Local Plan Strategy. Habitat Regulations Assessment Addendum to the Local Plan 2014. Guidance to mitigate the impact of new residential development upon the Cannock Chase	OFFICERS: Mrs H Hollins (01543) 308234 Ms A Richards (01543) 308152 CABINET MEMBER: Councillor I Pritchard (01543) 472732

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ⁽¹⁾ (*)	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
		to the Cabinet Member for Economic Growth and Development authorisation to represent the Council on the CCSAC Programme Board which will agree the spend of monies collected by the CCSAC Partnership to mitigate for the impacts on Cannock Chase SAC arising from development.			SAC March 2014.	
*Statement of Accounts 2014/15	No		Council 29/09/2015	Strategic (O&S) Committee on 09/09/2015		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120

* DENOTES KEY DECISION

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Approval of updated Social Media and Press Protocols	No	Approval	Council 29/09/2015			OFFICER: Ms E. Thatcher (01543) 308781 CABINET MEMBER: Councillor H Fisher (01543) 305070
*Housing services review	No	To consider a final report on the review of Housing Services	Cabinet 06/10/2015	Report to be considered by CHH (O&S) 07/09/15	Report to CHH O&S	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor D Pullen 078105542
*Safeguarding Policy	No	Approval of updated Policy	Cabinet 06/10/2015	Report to be considered by CHH (O&S) 07/09/2015	Report to CHH O&S	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor D Pullen 07817 105542

* DENOTES KEY DECISION

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*A new arrangement for the sharing of a Financial Information System	No	To approve a new arrangement for the sharing of a Financial Information System	Cabinet 06/10/2015	No consultation is planned because this would be an extension to an existing successful partnership with another Local Authority.	Draft Service Level Agreement	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Approval of CIL charging schedule for submission for examination	No	Approval for submission to examination	Cabinet 06/10/2015			OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor I Pritchard (01543) 472732
*Adoption of Council Policy to ensure delivery of Affordable Homes	No	Endorse proposed policy on affordable housing delivery for adoption by Full Council.	Cabinet 06/10/2015	Consultation has already been undertaken through the examination in public of the (adopted) Local Plan Strategy and the need to adopt Council Policy will be considered by Overview and Scrutiny (Economic Growth, Environment and	As listed in the background documents to the O&S report of 23 September 2015	OFFICER: Mr C Jordan (01543) 308202 CABINET MEMBER: Councillor I Pritchard (01543) 472732

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ⁽¹⁾ (*)	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
				Development) on 23 September 2015.		
*Combined Authorities: Options for Lichfield District Council.	No	Whether Lichfield District Council, as a member of the GBSLEP wishes in principle to be part of a West Midlands Combined Authority	Cabinet 06/10/2015 Council 13/10/2015	Strategic Overview and Scrutiny (9 September 2015)	To be drafted	OFFICER: Ms D Tilley (01543) 308001 CABINET MEMBER: Councillor M J Wilcox (01283) 791761
*The current contract for monitoring CCTV to be extended after October to enable the requirements of the Friarsgate Scheme to be taken into account within the next procurement process.	No	To continue to contribute to the cost of the contract for monitoring CCTV	Cabinet 06/10/2015			OFFICER: Ms J Coleman (01543) 308005 CABINET MEMBER: Councillor D Pullen (07877) 105542

* DENOTES KEY DECISION

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*Lichfield District Council & the Lichfield BID	No	Approval	Cabinet 06/10/2015			OFFICER: Ms E. Thatcher (01543) 308781 CABINET MEMBER: Councillor I. Pritchard (01543) 472732
*Appropriation of an area of land at Church Street, Chasetown	Yes	To agree to appropriate an area of land at Church Street, Chasetown	Cabinet 06/10/2015	Local Members and through the Local Plan and Planning Process	None (Confidential)	OFFICER: Mr. J. G. Brown (01543) 308081 CABINET MEMBER: Councillor C. J. Spruce (01543 258120)
*The approval of the proposed cinema operator within the Friarsgate Development	Yes	The approval of the proposed cinema operator within the Friarsgate Development	Cabinet 06/10/2015	None	None (Confidential)	OFFICER: Ms. H. Cook (01543) 308252 CABINET MEMBER: Councillor I. M. P. Pritchard (01543 472732)

* DENOTES KEY DECISION

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Annual Report on Exceptions and Exemptions Financial Regulations 2014/15	No		Audit Committee 07/10/2015			OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
Risk Management Updated	No		Audit Committee 07/10/2015			OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Leisure Fees & Charges	Yes	To approve fees & charges for core leisure activities for 2016	Cabinet Member for Leisure & Parks	With customers, staff and Leisure & Parks (Overview & Scrutiny) Committee	Report to Cabinet Member	OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: Councillor A Smith (01543) 410685

* DENOTES KEY DECISION

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Mid Year Performance Report – one year action plan 2015/16	No	To note the report	Cabinet 03/11/2015	Consultation with all O&S Committees during November/January round of meetings	Mid Year Progress Report	OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER: Councillor D Pullen (078177 105542)
The Civic Function – proposals for change 2016/17	No	Proposals for changes to how the Civic Function is undertaken; events attended and held and transport provided to ensure it proactively supports the delivery of the strategic priorities of the Council. To be implemented in Civic year 2016/17	Cabinet 03/11/2015	Strategic Overview and Scrutiny Task Group reported to Committee on 9 th September 2015	Strategic Overview and Scrutiny Committee report dated 9 th September 2015	OFFICER: Ms D. Tilley and Mrs J. Jones (01543 308001/3) CABINET MEMBER: Councillor M. J. Wilcox (01283) 791761

* DENOTES KEY DECISION

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District Board Notes	No	To note the notes of the District Board Meeting which took place in November	Cabinet 01/12/2015	None	Notes of the meeting	OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER: Councillor D Pullen 07817 105542
*Money Matters 2015/16: Review of Financial Performance against the Financial Strategy – April to September 2015	No		Cabinet 01/12/2015	Strategic (O&S) Committee 17/11/2015		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Money Matters: Calculation of Business Rates: Non Domestic Rates 2016/17, together with Collection Fund Surplus (Deficit) for 2015/16	No	To report the calculation of Business Rates – NDR1 2016/17 and Council Tax Base 2016/17, together with Collection Fund Surplus (Deficit) for 2015/16	Cabinet 12/01/2016			OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120

* DENOTES KEY DECISION

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*Strategic Plan 2016-2020	No	To approve the Strategic Plan	Cabinet 09/02/2016 Council 23/02/2016	Consultation with Strategic O&S in November 2015 and January 2016	Final draft Strategic Plan	OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER: Councillor D Pullen 07817 105542
*Money Matters Reports: Review of Financial Performance against the Financial Strategy – April to November 2015	No		Cabinet 09/02/2016	Strategic (O&S) Committee 02/02/2016		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Medium Term Strategy (Revenue and Capital 2016-19 (MTFS) (R&C) 2016-19	No		Cabinet 09/02/2016	Strategic (O&S) Committee 02/02/2016		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ⁽¹⁾ (*)	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Risk Management Update	No		Audit Committee 26/01/2016			OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Money Matters Reports: Medium Term Financial Strategy (Revenue and Capital) 2016-19 (MTFS) R&C) 2016-19	No		Council 23/02/2016			OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Council Tax Resolution	No		Council 23/02/2016			OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Non Domestic Rates – Discretionary rate relief	No	To approve changes to the existing policy	Cabinet 05/04/2016 Council 19/04/2016	This relief is at the discretion of Cabinet/Council and all Members will consider at its meetings.		OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 258120

1. The matter in respect of which the decision is to be made
 2. What decision the Council will be asked to make
 3. A date on which, or period within which, the decision will be made
 4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
 5. What background documents will be available to the person or Committee making the decision
 6. Who will make the decision, i.e. the Cabinet, Council a Cabinet Member alone, an Officer under Delegated Powers
 7. The Officer or Member who should be contacted regarding the matter under consideration.
 8. Indicate whether the report will be confidential.
- * Denotes Key Decision

MEMBERS OF THE CABINET

Leader of Cabinet
Deputy Leader of Cabinet and
Cabinet Member for Economic Growth, Development and Environment
Cabinet Member for Leisure and Parks
Cabinet Member for Housing & Health
Cabinet Member for Waste Management
Cabinet Member for Finance and Democracy
Cabinet Member for Tourism and Communications
Cabinet Member for Community

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard
Councillor A. F. Smith
Councillor C. Greatorex
Councillor I. M. Eadie
Councillor C. J. Spruce
Councillor Mrs H. E. Fisher
Councillor D. R. Pullen

*** DENOTES KEY DECISION**

MEMBERS OF THE COUNCIL

Allsopp, Mrs J A
Awty, R J
Bacon, Mrs N.
Baker, Mrs D F
Bamborough, R. A. J.
Banevicius, Mrs S W
Barnett, Mrs S A
Bland, Mrs M P
Boyle, Mrs M G
Constable, Mrs B L
Constable, D H J
Cox, R E
Drinkwater, E N
Eadie, I M

Eagland, Mrs J M
Evans, Mrs C D
Fisher, Miss B
Fisher, Mrs H E
Greatorax, C
Hassall, Miss E A
Humphreys, K P
Leytham, D J
Marshall, T
Matthews, T R
Mills, J
Mosson, R C
O'Hagan, J P
Powell, J J R

Pritchard, I M P
Pullen, D.R.
Pullen, Mrs N I
Rayner, B L
Salter, D F
Shepherd, Miss O J
Smedley, D
Smith, A F
Spruce, C. J.
Stanhope MBE, Mrs M
Strachan, R W
Tittley, M C
Tranter, Mrs H
Warfield, M A

White, A. G.
Wilcox, M J
Woodward, Mrs S E
Yeates, A
Yeates, B W